



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: AMIEL R. ARMADA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	30%	1.32
<b>TOTAL NUMERICAL RATING</b>			<b>4.54</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.54

ADJECTIVAL RATING: Very Satisfactory

Prepared by: \_\_\_\_\_

VINCENT PAUL C. ASILOM  
Admin. Aide I

Reviewed by: \_\_\_\_\_

MARLON G. BURLAS  
Head, Motor Pool

Recommending Approval: \_\_\_\_\_

MARIO LILIO P. VALENZONA  
Director, PPO

Approved: \_\_\_\_\_

DANIEL LESLIE S. TAN  
Vice President

AMIEL R. ARMADA  
ADM. ASST. V

[illegible]

<b>Motor Pool MFO 3. Ground Maintenance</b>									
	P3 1: No. of areas maintained	. Assist to Office Head in facilitating of all request	5	5	5	4	5	5.00	Ovals (Upper & lower), F & G show, Highway perimeter fence & its borders, GSD surroundings & beach area
<b>Motor Pool MFO 4. Land Preparation (Research Related)</b>									
	P4 1: No. of experimental areas prepared based on job requests	. Assist to Office Head in facilitating of all request	5	10	4	4	4	4.00	. Different Expiremental area or departments concern
	P4 2: No. of Trips or hauling based on job request	. Facilitate request . Scheduling of job request for operation	100	123	5	5	5	5.00	. Different requesting department concern
<b>Motor Pool MFO 5. Repair of Heavy and Light Vehicles</b>									
	PI 1: No. of Under chassis repair & servicing	. Canvass vehicle spare parts . Performing under chassis repair & servicing based on Job Request	15	18	4	5	4	4.33	. Bus 37 . Hyundai Bus . Tuyok # 4 . NCRC Jeep . Manlift . Garbage truck 2 units . PESMU jeep . Land Cruiser . Rosa Bus 02 . Rosa Bus 01 . L-200 . Tuyok # 2 & 3 . Farmi Vehicle . Bus 36 . Elf 250 . Adv. Blue . Kia Combi . Fire Truck



[illegible]

Total Over-all Rating								50.64	
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Average Rating (Total Over-all rating divided by 4)		4.60
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		VERY SATISFACTORY


Comments & Recommendations  
for Development Purpose:

• Leadership & Supervising  
skills training

Evaluated & Rated by:

Recommending Approval:

Approved by:

  
MARLON G. BURLAS  
Dept./Unit Head

  
MARIO LILIO P. VALENZONA  
Dean/Director

  
DANIEL LESLIE S. TAN  
Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2021

Name of Staff: AMIEL R. ARMADA

Position: Administrative Aide VI

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

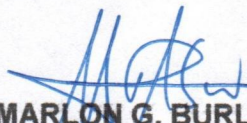
**Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



12. Willing to be trained and developed	5	4	3	2	1
Score	53				
Total					
4.41					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					
Scale					
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score					
Average Score					

Overall recommendation : \_\_\_\_\_

  
**MARLON G. BURLAS**  
 Printed Name and Signature  
 Head, Motor Pool

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: AMIEL R. ARMADA

Performance Rating: July - December 2021

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: July 9, 2021 Target Date: September 30, 2021

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: October 8, 2021 Target Date: December 31, 2021

Next Step:

Materials handling and storage

Outcome: Orderliness at workplace


Final Step/Recommendation:

Tidiness and orderliness are being observe

Prepared by:

  
MARLON G. BURLAS  
Head, Motor Pool

Conforme:

  
AMIEL R. ARMADA  
Name of Ratee Staff